

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JULY 17, 2017
7:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Carol Paulsen, Dennis Flavin, Robert Winowitch, Neely McCahey, Alicja Feitzinger and Sandra Bartalis.

The meeting was called to order at 7:10 p.m.

The meeting began with the salute to the flag.

Public Participation: None

Diane Longo informed the trustees that she would not be able available for the July 17, 2017 Board meeting and was formally excused.

Dennis Flavin was sworn in at an earlier date as an elected trustee for a five-year term from July 1, 2017 to June 30, 2022.

The rotation of officers was recognized with Carol Paulsen named as President for the period of July 1, 2017 to June 30, 2018 and Dennis Flavin named as Vice President for the period of July 1, 2017 to June 30, 2018.

The floor opened for nominations for the position of Secretary.

Carol Paulsen made a motion to nominate Robert Winowitch for Secretary of the Sachem Public Library Board of Trustees for the period of July 1, 2017 to June 30, 2018. Dennis Flavin seconded the motion. Motion carried unanimously.

Minutes

The minutes of the Regular Board meeting of June 19, 2017 were approved. (Flavin, Barone; unanimous)

The minutes of the Executive Session of the June 19, 2017 Board meeting were approved. (Flavin, Barone; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for June 2017 in the amount of \$695,147.10 was approved. (Barone, Winowitch; unanimous)

Warrant #40 dated June 1, 2017 in the amount of \$20,771.77 was approved. (Winowitch, Barone; unanimous)

Warrant #41 dated June 15, 2017 in the amount of \$132,792.91 was approved. (Flavin, Winowitch; unanimous)

Warrant #42 dated June 29, 2017 in the amount of \$20,374.87 was approved. (Winowitch, Flavin; unanimous)

Payroll Summary

The June 2017 Payroll Summary was approved. (Flavin, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for June 2017 in the amount of \$6,355,943.40 was approved. (Winowitch, Flavin; unanimous)

Schedule of Bills

Trustee, Dennis Flavin, reviewed the July 17, 2017 Schedule of Bills before being presented to the Board for their approval.

The July 17, 2017 Schedule of Bills, Warrant #1 in the amount of \$191,207.86 was approved. (Flavin, Barone; unanimous)

Administrator's Reports

The Board reviewed the director's report with interest.

To her report, Ms. McCahey added the following:

Ms. McCahey stated that the Board will need be review an updated Internet Policy at the August Board meeting. Ms. McCahey followed up with the Board a question concerning the periodical budget line. Ms. McCahey explained what gets coded to the budget line (print & electronic resources). Ms. McCahey and Mrs. Feitzinger explained that the new Wi-Fi company calculated the terabytes needed for storage. The terabytes will be based on potential usage and the library will have the option to increase or decrease the amount depending on actual usage. Ms. McCahey presented to the Board a portable camping chair. The library will lend out the chairs out to patrons at the outdoor concerts. Ms. McCahey informed the Board that the library will be taking part in a banner to be displayed the Sachem North High School during the football season. On August 21, 2017 a school administrators retreat will be held at the library. It will include 45 administrators to begin with coffee in the garden and then they will tour *The Studios*. The staff is preparing for the Legislative Breakfast; which the Sachem Public Library is hosting on September 15, 2017. Ms. McCahey stated that our newsletter will be undergoing some updates and enhancements which will be out in October.

Mrs. Feitzinger reported to the Board about Paid Family Leave Act. This is a new benefit that can be offered to all employees beginning January 1, 2018. There are three ways an employee can receive the benefit. A birth of a baby or adoption, a health condition of self or family member or to cope with military exigency leave. The cost fluctuates depending on hours the employee works. The weekly rate will not exceed \$1.65. Mrs. Feitzinger also reported to the Board that the staff raised \$140 toward Long Island Cares Casual for Cause on July 7, 2017.

Department Reports

The Board reviewed the department statistics with interest

SCLS Board Report

Nothing to report.

Conference Reports

The Board reviewed the American Library Association Conference reports with interest.

Old Business

Ms. McCahey gave an update on renovations. The LED indoor lighting will begin on July 31, 2017 at night. The contractor is coordinating a rebate from PSEG. The Boiler Project pumps are to be installed on July 24, 2017. The Children's Outdoor Classroom bid will begin in August. The garden will be refreshed with removing overgrown bushes and plants and concrete will be added to the stage area. This project will be done after the Fall Festival.

Ms. McCahey informed the Board that the Full Time Clerical Bargaining Unit voted to accept the Memorandum of Agreement between the Library and their Unit. The contract covers the period of July 1, 2017 through June 30, 2020. On the directors' recommendation the Board ratified this agreement and approved the contract between the Library and the Full time Clerical Unit. (Flavin, Winowitch; unanimous)

New Business

The Board approved the Disposal of Equipment. (Flavin, Barone; unanimous)

On the director's recommendation, the Board approved Andrew Martingale representing the firm of Hamburger, Maxson, Yaffe, Wishod, Knauer & McNally, LLP of 225 Broadhollow Road, Suite 301E, Melville, NY 11747, as library attorney at the rate of \$235.00 per hour. (Winowitch, Barone; unanimous)

On the director's recommendation, the Board approved the appointment of the firm of RivkinRadler, LLP, 926 RXR Plaza, Uniondale, NY 11556-0926 as library negotiator and employment attorney at the rate of \$240.00 per hour. (Barone, Flavin; unanimous)

On the director's recommendation, the Board approved the appointment of Nawrocki, Smith LLP as Library External Auditor for 2017/2018 at a fee not to exceed \$16,500.00 in accordance with the engagement letter. A separate engagement letter may be issued covering any additional services or fees. (Flavin, Barone; unanimous)

On the director's recommendation the Board approved the appointment of Donald Fischer as Internal Auditor for 2017/2018 fiscal year at the rate of \$120.00 per hour. (Winowitch, Barone; unanimous)

On the director's recommendation, the Board approved the appointment of Eric Hofmeister as library treasurer at the rate of \$350.00 per month. (Barone, Flavin; unanimous)

On the director's recommendation, the Board approved the designation of The Bridgehampton National Bank, 2200 Montauk Highway/PO box 3005, Bridgehampton, NY 11932 and TD Bank, 155 Pinelawn Road, Melville, NY 11747, for savings, certificates of deposit, checking, and money market accounts. (Barone, Flavin; unanimous)

On the director's recommendation, the Board approved the following institutions as depositories of library funds for the purpose of investment: (1) The Bridgehampton National Bank, (2) JP Morgan Chase Bank, NA (3) JP Morgan Chase Investment Services Corp., NA (4) The Bank of New York (5) Citibank, (6) TD Bank, (7) HSBC Bank USA, (8) Capital One, (9) United States Treasury. (Winowitch, Flavin; unanimous)

In accordance with the Procurement Policy, the Board appointed Board members, Marguerite Barone and Diane Longo, as authorized signers for the 2017/2018 fiscal year. (Barone, Flavin; unanimous)

On the director's recommends the appointment of Neely McCahey as records Management Officer (RMO) in compliance with the New York State Department of Education, Office of Cultural Information; New York Archives. (Barone, Winowitch; unanimous)

On the director's recommendation, the Board approved the following newspapers to be used officially at any time it appears to the advantage of the library to do so: (1) Ronkonkoma Review and (2) Suffolk County News. (Flavin, Barone; unanimous)

On the director's recommendation, the Board approved the appointment of Denise Scarbeck and Virginia Pfeifer as Innovative Coordinators each receiving a \$1,000.00 stipend. (Winowitch, Barone; unanimous)

The Board approved the designated Bills Paid Out of Schedule for 2017/2018. (Barone, Winowitch; unanimous)

The Board approved for 2017/2018 payment to the Long Island Railroad be paid with payroll. (Barone, Winowitch; unanimous)

The Board reviewed the updated Organizational Chart. There are open positions noted on the organizational chart.

The Personnel Report was approved. (Barone, Flavin; unanimous)

The next Board Meeting will be held on Monday, August 21, 2017 at 7:00 p.m.

The director reminded the Board that the Legislative Breakfast will be held at the Sachem Public Library on September 15, 2017.

The director reminded the Board that the PLDA Golf Fundraiser and Dinner will be on Thursday, September 28, 2017

Correspondence

A letter was received from Senator Thomas Croci allocating \$10,000 in unrestricted state education aid (bullet aid) to Sachem Public Library.

A letter from Ronald Cleary, Labor Relations Representative from the United Public Service Employee Union was received.

Adjournment

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Robert Winowitch